

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, May 20, 2015  
First Floor Conference Room  
Monroe City Hall**

Chairperson Shaun McGowan called the meeting to order at 7:45 a.m.

## **1. Roll Call**

Present: Chairperson Shaun McGowan, Mayor Robert Clark, Kimberle Daniels (arrived at 7:47 a.m.), Scott Goocher, Les Lukacs, Jodie Stevens, Tom Stewart, Anthony Trujillo (arrived at 7:56 a.m.), Cheri Weakly  
Unexcused: Christopher Bica  
Staff: Paula Stanifer, Dan Swallow, Jeff Green  
Guests: Jim Jacobs, Michelle LaVerne – MB&T, Mackenzie Swanson - Serendipitous

## **2. Consent Agenda**

- A. Approval of May Agenda
- B. Approval of Minutes of April 15, 2015 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Ms. Stevens, seconded by Ms. Weakly to approve the Consent Agenda.

*Motion carried unanimously.*

## **3. 2014-2015 Work Program**

### **A. Committee Project Status Reports**

- 1. Design Committee – Jodie Stevens
  - Flowers have been planted. Lots of compliments this year. Working on doggie bags to spread around town.
- 2. Promotions Committee – Mary Gail Beneteau
  - Flea Market is June 13. Already have more registered than last year.
  - Wine Crawl is July 17. There will be one more wine stop than last year and one more food stop. We are adding musicians and artists as well.
- 3. Development Committee – Jim Jacobs
  - Committee is looking at First and Monroe Street lot and upcoming changes with two new businesses coming in. Looking at permit parking and designated spots.
  - Website – drafting a proposal for bids.
  - Business workshop is June 9 at MCCC. \$30 fee will be paid by Development Committee for any DDA members. Full series to begin in fall.
  - PlacePlans – 30+ people attended. Next session in August will reveal the draft plan.

4. Façade Grant Committee –

-Steve Pipis has resigned his board position and his position as chairperson of façade.

a. Committee reviewed the correspondence received from the Campbell Durocher Group. The policy was reviewed. It was the decision of the committee that the DDA should not take sides in potential litigation. Ms. Stanifer will send a letter to Mr. Campbell. Legal will review the letter before it is sent.

b. 18-20-22 South Monroe Street

Mr. Jacobs discussed the project. Only a portion of the storefront was submitted for a façade grant. Applicants intend to replace tile, maintain character of building, and replace/restore the windows. They will not use Wallside Windows. Discussion was held on the partial grant submission. Mayor Clark indicated that the policy needs to be reviewed. It does not state entire façade needs to be done, nor does it state partial facades are acceptable.

Mr. Green discussed the concerns of the Historic District Commission. He requested details of the top façade. A neutral party needs to assess the windows. Mr. Green has requested the Dealy's contact The State Historic Office concerning the windows. HDC is interested in what is behind the plywood and if it will be preserved. Mosaic tiles versus the original tile is also a concern.

Mr. Green suggested that the owners take pictures of everything – before, during, and after to document preservation of character of the building.

Façade committee recommends a grant of \$10,000.

A motion was made by Ms. Weakly to support the recommendation of the Façade Committee to grant \$10,000 to 18-20-22 South Monroe; seconded by Mr. Trujillo.

***Motion carried unanimously***

c. 54 South Monroe Street

Committee recommends increasing grant to \$10,000 (original amount was \$7,000) due to building owner going above and beyond the original plan.

Motion by Ms. Stevens, seconded by Ms. Daniels to support recommendation of committee to grant an additional \$3,000 to bring total grant to \$10,000 dues to increased scope of work completed.

***Motion carried unanimously***

d. 8 North Monroe Street

Committee recommends increasing the grant amount by \$1,157 to compensate for using better material as recommended by the HDC.

Motion by Ms. Stevens, seconded by Mr. Goocher, to support the recommendation of the façade committee to grant an additional amount of \$1,157 to compensate for better material/product as suggested by HDC.

***Motion carried unanimously***

## **B. DDA Office Report**

-Monroe Catholic Elementary School 8<sup>th</sup> grade students will be Downtown Tuesday and Wednesday, May 26 and 27 to clean. We are providing gloves and garbage bags. Cravings is providing ice cream. Mr. Trujillo said Agua Dulce would provide water.

-City Council approved our budget. Ms. Stevens asked about a raise for Ms. Stanifer. Mayor Clark said he is looking into a review process.

## **4. Other Business**

-44 and 48 South Monroe Street

There will be an auction on these foreclosed properties in August. Mr. Swallow asked if the DDA is interested in asking for a performance bond to ensure work will be completed once the building sells. City/DDA could also buy, rehab and flip the buildings. This would allow us to control what happens to the buildings. County Land Bank could purchase the flip as well. They have not done a commercial building before but are open to doing one. Mr. Swallow will get more information and a meeting with interested DDA members will be set for a work session.

- 601 South Monroe Street

Monroe Bank & Trust bought this property and are developing a drive-thru branch at this location. Need to have gasoline, lead based paint, and asbestos removed and building demolished. Bank would like to take advantage of TIF dollars. This requires DDA to enter into an interlocal agreement with Brownfield and give up the INCREASED tax capture dollars.

Motion by Ms. Daniels, seconded by Ms. Stevens, to enter into interlocal agreement with Brownfield to give increased TIF to MB&T for 601 South Monroe property.

***Motion carried unanimously***

## **5. Communication**

-There will be openings on the board. Two emails have been sent to DDA members asking for new members. Openings on committees as well.

-Mr. Swallow introduced Ms. Swanson, organizer of First Fridays. Ms. Swanson stated that this is a way to join businesses together. First Fridays – businesses stay open later and encourage people to buy local.

-Ms. Weakly suggested she contact Ms. Stanifer for assistance in getting the word out. However, Ms. Swanson wants to be sure people do not feel obligated. Mr. Trujillo stated that there are lots of resources in the room. Ms. Stanifer has email connections and is a good resource for Downtown. He encouraged Ms. Swanson to let Ms. Stanifer know about these First Friday events.

## **6. Adjournment**

A motion to adjourn was made by Ms. Stevens, supported by Mayor Clark at 9:25 a.m.

***Motion carried unanimously***